

Minutes of meeting held on Tuesday 10 March 2026, 7pm, at Bossingham Village Hall

## Agenda

### 1. Attendance and apologies of absence

Attending: Chairman Nick Waldron, Cllr James Hodgkinson, Cllr Jess Wood, Cllr Simon Warner, Cllr Katy Ford, Clerk/RFO Karley Hubbard.

Apologies: KCC Cllr Mike Bland

### 2. It was resolved unanimously to accept the Minutes of the meeting held on 13 January 2026.

### 3. It was resolved to co-opt Katy Ford as a Parish Councillor, as proposed by Cllr James Hodgkinson and seconded by Cllr Simon Warner. Acceptance of Office form was signed. Disclosure of Pecuniary Interests form to be completed and supplied asap.

### 4. Members' declarations of interest on Agenda items

Cllr Nick Waldron: Appendix 7.5c.

### 5. Public participation on Agenda items

### 6. Matters arising not covered by the Agenda

- a. A parishioner has asked about the condition of the defibrillator and if any training is planned. Clerk noted that inspections take place every couple of months with one due imminently so will report back. Clerk to explore first aid and defibrillator training. Noted that defibrillator not registered on app, clerk to explore this.
- b. Cllr James Hodgkinson and parishioners have noted an increased number of cars parking outside the scout hut. Not PC land and not blocking highways so no issues.
- c. Parishioners have noted hedge on Hardres Court Road between Great Bossingham Farm and Woodview obstructing highway. Clerk to contact highways to request landowner cuts back.
- d. **It was resolved** to approve the NALC contract for the clerk.

### 7. Planning Applications

Planning applications may be viewed at Canterbury City Council's website

[here](#) *Responding to Planning Applications: In order for councillors to be aware of parishioners' views on a planning application, parishioners are encouraged to share their thoughts with the parish council at least one week before the CCC submission deadline. In that way, councillors can support parishioners' views if necessary.*

#### 7.1 ENF/25/00176 site at Pett Bottom Road CT4 6EQ

Relating to concerns raised to CCC by members of the public relating to potential unauthorised development. Concerns raised with CCC head of planning, Simon Thomas who responded with no concerns. Cllr Mike Bland exploring further. Cllr Nick Waldron to contact parishioners once more details received.

#### 7.2 CA/25/02065 Dane Cottage, Hogg Lane, Petham CT4 5PJ

CCC Refused

Porch to front elevation

#### 7.3 CA/25/02066 Dane Cottage, Hogg Lane, Petham CT4 5PJ

CCC Refused

Application for Listed Building Consent for external alterations including porch to front elevation.

#### 7.4 CA/26/00261 Little Bossingham Farm, Lime Kiln Lane, Bossingham, CT4 6FY

Installation of a roof mounted solar array on 3 outbuildings *UHPC Acceptable*

7.5 Outstanding planning applications affected by water quality at Stodmarsh nature reserve listed in Appendix.

7.6 Concern about deterioration of the Tithe Barn, Upper Hardres: Heritage officer continues to look into this.

## 8. Highways Highways issues can be reported directly to KCC [here](#).

- a. Water leak, Ashdale, Manns Hill. Water leak is now fixed. Potholes reported, Ref 939795.
- b. Stone Street Road Closure 17<sup>th</sup> April to 21<sup>st</sup> April.
- c. Hardres Court Road Road Closure 19<sup>th</sup> March, between Faussett Hill and Bow Hill.

## 9. Reports

### 9.1 City and County Councillors

See Appendix 9.1 for Mike Sole's February Report

### 9.2 Footpaths

### 9.3 Bossingham Village Hall

See Appendix 9.3 for Village Hall Report

- a. **Car Park signage.** Signs have now been installed.
- b. **Gardening volunteer.** Clerk now has access to Facebook, social media post to be shared once weather brightens up.

### 9.4 Bossingham Playing Field

- a. **Gate Signage.** Signs have now been installed.
- b. **Inspections.** Cllr Wood continues to inspect playing field. Nothing to note of interest.

## 10. Finance

10.1 Balance of Account on 10 March 2026: £29,794.00, represented by Current account £1999.41; Reserves £8,225.96; CIL funds £19,568.63

10.2 Receipts and Payments since last meeting and Bank Reconciliation see Appendix

10.3 VAT 126 claim of £523.15 received for the period 01.10.25-28.02.26

10.4 Expenditure due before next meeting

|           |                         |         |           |
|-----------|-------------------------|---------|-----------|
| Hugo Fox  | Website hosting monthly | £11.99  | Vat £2.00 |
| Hugo Fox  | Email hosting monthly   | £2.99   | Vat £0.50 |
| K Hubbard | Salary March            | £379.34 |           |
| K Hubbard | Salary April            | £487.76 |           |

|                           |   |         |     |
|---------------------------|---|---------|-----|
| The Parkinson Partnership | Training – Year end & Transparency – 17 <sup>th</sup> March | £35     |     |
| The Parkinson Partnership | Training – New Clerks Finance – 7 <sup>th</sup> May         | £35     |     |
| C Hamilton                | Handover hours  | £116.72 |     |
| Print Matters             | Bossingham Village Hall Signs                               | £90     | £15 |

Village Hall: Approved Curtains £2,908.61 inc. VAT, from CIL funds

Payroll: Approved DM Payroll services at £132 + VAT a year plus a set up fee of £30 + VAT

Internal Auditor: Approved when work complete

**It was resolved** unanimously to approve expenditure, proposed by Cllr Simon Warner, seconded by Cllr James Hodgkinson.

#### 10.5 **Banking updates**

- a. Clerk now has access to the Santander bank account
- b. Clerk to update signatory to Cllr Katy Ford.

### 11. **CIL (Community Infrastructure Levy) Neighbourhood Portion**

Balance of CIL funds £19,568.63 (deadline for spend Oct 2027).

- a. Deadline for spend Oct 2027. Discussion around future spend. Clerk to explore what funding can be spent on and report back.
- b. Village Hall have £14,300 of CIL funding ringfenced. New curtains required as no longer meet fire regulations. Village hall committee sought quote from British Manufacturer who specialised in this product. Quote of £2,908.61 inc. VAT approved. Proposed by Cllr Jess Wood, Seconded by Cllr James Hodgkinson. Cllr Simon Warner to bring revised figure to next meeting.

### 12. **Dog fouling**

Cllr James Hodgkinson been working with KALC Area Committee. Survey sent around to local clerks to gather insight on dog fouling in their areas. Report to be produced and circulated. Local campaign to be coordinated to raise public awareness.

### 13. **Annual Parish Meeting**

Discussion around inviting local groups to meetings. Clerk and Cllr James Hodgkinson to explore poster to share with parishioner and use at local events.

### 14. **Community Resilience Plan/Emergency Plan**

Village Hall Committee approved letter to SE water to become a water distribution centre. Clerk to send letter. Cllr Simon Warner offered to inspect fire hydrants.

### 15. **Welcome Pack**

Majority of local groups provided information, awaiting information from some. Follow up contact to include invitation to annual parish meeting.

### 16. **Internal Audit**

It was agreed to appoint Lionel Robbins as internal auditor as the best price and most suitable candidate. Clerk to arrange.

## 17. Payroll

It was agreed to outsource payroll to save time, reduce risk and ensures external oversight. Agreed to appoint DM Payroll services at £132 + VAT a year plus a set up fee of £30 +VAT. Clerk to arrange.

## 18. Local Government Reorganisation

It was agreed to complete consultation to align CCC with FHDC to ensure future alignment with Stelling Minnis Parish Council. Clerk to complete form on behalf of Parish Council. Clerk encouraged councillors to respond independently.

## 19. For Information

- Meeting dates 2026: 12 May, 14 July, 15 September, 10 November.
- **Next meeting: 12 May, 2026** - 6.30pm Annual Council Meeting & Ordinary Meeting; 7.30pm Annual Parish Meeting
- Meeting closed at 21:00pm.

Signed ..... Nick Waldron, Chairman, 12 May 2026

Chairman Nick Waldron

Parish Clerk Karley Hubbard | 07872 417912 | [clerk@upperhardres-pc.gov.uk](mailto:clerk@upperhardres-pc.gov.uk) | [www.upperhardres-pc.gov.uk](http://www.upperhardres-pc.gov.uk)

## Appendix

### 7.5. Long-term outstanding planning applications affected by water quality at Stodmarsh nature reserve:

Poor water quality levels at the internationally-important nature reserve in Stodmarsh have stalled housing developments across east Kent. The wetlands at Stodmarsh outside Canterbury, which are a haven for wildlife, are deemed to be suffering from high levels of nitrogen and phosphorous. Further information can be found here: <https://www.canterbury.gov.uk/planning-and-building/stodmarsh-and-water-quality/>

The following planning applications are affected:

- CA/20/02857 Court Lodge, Manns Hill CT4 6EB**  
*Objection. Awaiting CCC decision*  
Erection of two-storey detached dwelling with associated parking, access and landscaping
- CA/20/02785 Homeside Farmhouse, The Street CT4 6DX**  
*Acceptable. Awaiting CCC decision*  
Erection of a dwelling and garage in rear garden together with alterations to existing dwelling including new single storey side extension following demolition of garage and chimney to enable formation of access
- CA/20/02237 Two Acres, Hardres Court Road CT4 6EA**  
*Acceptable Awaiting CCC decision*  
Erection of 5 no. detached two-storey dwellings with associated garages, parking and landscaping following demolition of existing dwelling.

### 9.1 County Councillor Mike Sole February Report

Canterbury City Council have now published the final draft of the Local Plan so that it can be approved before it passes into what is known as regulation 19 when it is assessed for soundness and compliance by the Planning Inspectorate. This Local Plan is so very different from the first draft put forward three years ago when the Conservatives ran the council which included plans for a new town in Adisham and the very unpopular scheme to restrict traffic movements in Canterbury by creating zones - both ideas now completely removed from the plan.

Most significantly, following on from many months of consultations and reviews, sites at the University of Kent, Hollow Lane and Rattington Street have been removed and there is a significant increase in amount of brownfield development.

As the Cabinet member for Finance on the City Council, I was please to bring forward the budget for next year that was agreed without any amendments being proposed by the opposition parties. In order to tackle fly-tipping I announced a significant reduction in the costs of bulky was collections, with now up to 3 items being taken for £50 and then just £10 for additional items. It was previously £25 an item so we hope that this will encourage the use of this service rather than unlicensed waste carriers that can lead to fly-tipping.

This was all very different to the Kent County Council budget meeting that lasted eight hours. I proposed an amendment to the KCC budget to increase the expenditure of pothole repairs, but the Reform administration decided to instead spend the money of political assistants. Similar amendments to increase expenditure of speech & language therapists and reduce the cost of 16+ school transport were also not supported by the administration.

I continue to work with parish councils and KCC on highway improvements. We had a very productive meeting discussing options to improve road safety in Lower Hardres.

With the Nailbourne flowing I am in regular contact with the City Council engineering team who are coordinating much of the works.

I attended a meeting of the Kent & Medway Fire Authority where the budget was agreed. I have also had regular briefing from the city council about the fire at The Odean Cinema.

### 9.3 Bossingham Village Hall

Working party took place in February with 25 parishioners turning up. Stripped out ladies' toilets, walls replastered and decorated. Re-organised the kitchen and cupboards. Painted radiators. 100 club now has 73 members to fund toilets. Decorating funded through village suppers.

## 10. Finance

Bank Reconciliation 01 January 2026 – 10 March 2026:

To note: Amended balance 01.01.26 – previous clerk unable to access bank account from 22.06.26 and new clerk given access 10.02.26 so bank charges weren't included. Balance as of 01.01.26 was £31,400.50 not £31,410.48 as stated in January meeting. Included payments since Dec 2025.

### Bank Reconciliation: 01 January 2026 – 10 March 2026

|   |                    |
|---|--------------------|
| Current Account:  | £                  |
| <i>The net balance reconciles to the Cashbook (receipts &amp; payments account) as follows:</i> |                    |
| Balance brought forward at 01 January 2026  | <u>31,400.50</u>   |
| ADD: receipts 01.01.26-10.03.26   | 0                  |
| LESS: payments 01.01.26-10.03.26  | 1,606.50           |
| Closing balance at 10 March 2026  | <u>29,794.00</u>   |
| <b>Total funds at 10 March 2026</b>   | <b>£ 29,794.00</b> |

Receipts and Payments since last meeting, cashbook extract

| DECEMBER |             |                          |           |          | Receipts | Payments | Ref.           | Balance   |
|----------|-------------|--------------------------|-----------|----------|----------|----------|----------------|-----------|
| 1        | GoCardless  | HugoFox website hosting  | Nov       | WEB      |          | 11.99    | INV 20653      |           |
| 1        | Hopkins     | Replacement defib pads   |           | DEFIB    |          | 80.70    | INV 251201BOSS |           |
| 10       | C Hamilton  | Salary 9/12              | Dec       | SALARY   |          | 379.34   | SALARY 9/12    |           |
| 20       | Santander   | Charges                  | Oct - Nov | BANK     |          | 9.98     | BANK           |           |
| 29       | GoCardless  | HugoFox website hosting  | Jan       | WEB      |          | 11.99    | INV 21609      | 31,400.50 |
| JANUARY  |             |                          |           |          |          |          |                |           |
| 2        | GoCardless  | Hugo Fox email hosting   | Jan       | EMAIL    |          | 2.99     | INV 21806      |           |
| 29       | Go Cardless | HugoFox website hosting  | Feb       | WEB      |          | 11.99    | INV 22738      | 31,385.52 |
| FEBRUARY |             |                          |           |          |          |          |                |           |
| 2        | Go Cardless | Hugo Fox email hosting   | Feb       | EMAIL    |          | 2.99     | INV-22809      |           |
| 2        | C Hamilton  | Clerk Expenses           | Feb       | EXP      |          | 204.36   |                |           |
| 12       | S Warner    | Reimburse planning fee   | Mar       | PLANNING |          | 85.00    |                |           |
| 19       | Santander   | Charges                  | Dec       | BANK     |          | 4.99     |                |           |
| 20       | Wraights    | Grounds maintenance      | Nov-Feb   |          |          | 1219.20  | INV 2234       |           |
| 26       | KALC        | Clerk Training           | Mar       | TRAINING |          | 60.00    | INV14272731083 | 29,808.98 |
| MARCH    |             |                          |           |          |          |          |                |           |
|          |             |                          |           |          |          |          |                |           |
|          |             |                          |           |          |          |          |                |           |
| Date     | Description |                          |           |          | Receipts | Payments | Ref.           | Balance   |
| 2        | Go Cardless | Hugo Fox email hosting   | Mar       | EMAIL    |          | 2.99     | INV 23977      |           |
| 2        | Go Cardless | Hogo Fox website hosting | Mar       | WEB      |          | 11.99    | INV 23898      | 29,794.00 |